

The Highland Home

Maintenance Manager

Title: Maintenance Manager

Department:

Date Prepared: 3/17/2015

FLSA: exempt

Reports to: Board President or designated Board Member

Regular Work Hours: 7:00 am to 3:30 pm or schedule approved by the Board.

See the Employee Manual for an explanation of lunch period, breaks, vacation days and other benefits. Vacations, absences, and sick days should be approved in advance by the designated board representative when possible. When vacations and planned absences are taken, another maintenance person should be designated to fill in for Maintenance Supervisor

Position Summary: Maintenance Supervisor plans, directs, organizes, and supervises the short term, scheduled, preventative, and emergency maintenance for the equipment, building and grounds of the Highland Home. Provides overall supervision for all maintenance personnel. This position is that of a working supervisor, who is expected to participate in all general maintenance duties in addition to supervising other maintenance staff.

Principal Duties and Responsibilities:

1. Represents the Highland Home in a positive manner while creating an environment that fosters respect and courtesy for residents and employees alike. Works within the Home's programs to encourage and promote safety and the well-being of all residents and employees.
2. Upholds the Home's Mission Statement.
3. Maintains HIPAA standards and regards all medical or healthcare information pertaining to residents and employees as confidential.
4. Maintains standards and guidelines as established by applicable state, federal and local regulatory agencies.
5. Supervises the maintenance staff including interviewing, hiring, training, counseling, disciplining evaluating, scheduling, supervision, and coordination of daily work activities.
6. Supervises or performs needed maintenance and/or repairs on the buildings, grounds, and equipment including, but not limited to, plumbing, painting, electrical, HVAC, floors, installations, construction, etc.
7. Responsible for the networking systems on the community's premises, including, but not limited to telephone, cable TV, internet, security, alarm, and emergency calls.
8. Assists in the success of the preventative maintenance and inspection programs set up by the Home, which is not limited to but will include PM on elevators, fire alarm system, fire sprinkler systems, fire extinguishers, Emergency call system, HCAC units, housing

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- structures, paint applications, appliances, kitchen equipment, lawn care equipment and water temperatures. Logs all information in specified books, software, or charts.
9. Works with the designated Board member(s) to order all supplies, equipment and materials and authorizes contract labor and materials ensuring quality and controlling costs within budgeted guidelines for the home. Inspects or designates someone to inspect all incoming material orders to assure they meet specifications.
 10. Reviews and approves all invoices for buildings, grounds and safety and submits to the Treasurer for timely payment. Reports expenditures monthly and more frequently as needed.
 11. Provides adjustments and insight into the changing needs of job descriptions for the Maintenance Technicians.
 12. Arranges and/or conducts training and in-service programs through regularly scheduled in-service and training programs.
 13. Writes and/or updates as necessary, the maintenance safety policies and procedures. Develops implements and supervises methods to attain desired goals and objectives.
 14. Plans, implements, and coordinates effective employee and resident safety programs through regularly scheduled in-service and training programs.
 15. Performs scheduled inspections of all buildings and equipment and assigns any required repairs or preventive maintenance to the responsible person, department, or requisitions outside contractors.
 16. Assures timely completion of work orders and assigns work orders to maintenance technicians in a priority manner.
 17. Schedules annual housecleaning in conjunction with the Resident Manager.
 18. Sets up and tears down tables, chairs, and other equipment for special events.
 19. Instructs and/or coordinates the training of maintenance, kitchen and housekeeping personnel concerning disturbance calls, bomb threats, fire prevention, firefighting procedures, first aid, ice storms, tornadoes, monitoring the HVAC systems and mechanical failures.
 20. Assures staff are properly groomed and dressed per the established dress code.
 21. Maintains all MSDS books for the campus and monitors OSHA and state regulatory compliance.
 22. This position remains “on-call” and will require the Maintenance Manager or a designee to be available to the facility via telephone.
 23. Special requests and problems will be coordinated with a designated Board Member.

Other duties and responsibilities:

1. Travels occasionally for training sessions, continuing education opportunities, emergency situations, and other company functions.
2. Responsible for knowledge of fire and safety procedures including those involving blood borne pathogens.
3. Remains in proper uniform always and maintains a high stand of appearance.
4. Completes all work orders in a timely manner.
5. Maintains excellent resident and employee relations. Manages complaints and recommendations constructively.
6. Attends employee in-services as required.
7. Attends and participates in regularly scheduled staff meetings.

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8. Plans, coordinates, and conducts regularly scheduled departmental meetings.
9. Accepts other duties required by the Resident Manager and Food Service Manager.
10. Occasionally, will be required to operate a vehicle of either own or company-owned for designated company purposes or to facilitate resident needs and or requests.

Prerequisites:

- A. Education: High school diploma or GED required
- B. Skills:
 - Understands the needs of the senior population.
 - Good problem-solving skills.
 - Must conduct all business in a professional manner and with a high level of confidentiality.
 - Ability to maintain acceptable cost control.
 - Ability to work with, train and develop unskilled employees.
 - Must have a valid driver's license and satisfactory driving record as specified by the Company and by the Company's automobile insurance carrier.
 - Acts in a leadership role in case of an emergency, i.e., fire, severe weather, illness.
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- C. Abilities:
 - Work outdoors and indoors during the workday (fluorescent lights, HVAC system, carpeted flooring, normal office noise levels)
 - Climb up two flights of stairs.
 - Safely climb an extension ladder up to and above roof height.
 - Lift objects of twenty-five pounds or less over the head.
 - Move objects of one hundred pounds or more.
 - Ability to work under time-sensitive or stressful situations.
 - Respond to medical emergencies on a rare occasion.
 - Assist with resident evacuations, if ever required.